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Sample of our Guaranteed Ride Home Welcome Letter

September 3, 2003

Dear Emily:

I am pleased to register you in our **Guaranteed Ride Home program**, as a result of your employment at Champlain College and your commitment to BIKE/WALK to AND from work at least twice a week.

Attached is your Commute Smart Card, which identifies you as a Guaranteed Ride Home participant. You need to sign the back of this card for it to be effective. This card is typically valid for SIX months and will be renewed on a semi-annual basis. The next renewal date will be September 2003, at which time you will receive a renewal unless you are no longer eligible for the program.

You can use the Guaranteed Ride Home in case of a personal or family emergency (including sickness), unexpected, unscheduled overtime, breakdown of bicycle, or other emergency situations. The Guaranteed Ride Home Program does not cover personal errands, scheduled or frequent overtime, or prearranged appointments. This card should not be used more than twice a month, or eight times a year, without contacting us. The program will pay up to \$50 of the taxi fare (approximately 40 miles). Instructions for using the program are also included on the back of your Commute Smart Card. Making the arrangements with the Cab Company yourself, should provide the most expedient way possible to get you home.

We are excited to be able to offer this program, which along with our confidential Ride Matching service, were instituted in response to a concern for developing responsible transportation systems that provide alternatives to the single occupancy vehicle.

Thanks again. If you have any future questions, suggestions or comments about this program, please call me at 847-RIDE.

Sincerely,

Sandy Thibault
Sandy Thibault
Program Coordinator, CATMA

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